

Appendix A

Summary of the PIC Modules

Module Submodule	Content Summary	PHA Responsibilities	HUD F/O Responsibilities
PIC Maintenance			
User Profile	Contains information on individual user; i.e., name, e-mail address, password, and secret question.	Change individual password when prompted by system. Update personal information as it changes.	Change individual password when prompted by system. Update personal information as it changes.
Security Administration	Used to grant individual access to PIC as well as specific modules/sub-modules within PIC.	PHA Security Administrator grants system and individual module access and new passwords to PHA staff.	Security Administrator grants system and individual module access and new passwords to HUD and PHA security administrators.
PIH Information			
Event Tracking System (ETS)	Used to track events such as on-site reviews, audits, etc. Tracks findings and resolution actions. NOTE: THIS SUBMODULE IS BEING REDESIGNED.	Respond to review/audit findings.	Input info for scheduled trips/events, audits, findings, closure of findings.
SEMAP	Contains entire SEMAP certification program information. Section 8 only.	Complete and submit certification to HUD.	Review certifications submitted, finalize ratings.
Risk Assessment	System used to target HUD's resources based on level of risk.	For internal HUD use only – not available to PHAs.	Identify qualitative factors that could affect office strategy. Determine office strategy based on risk level and other information available to office.

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Drug Elimination Reporting (DERS)	Tracks PHDEP grants from award to close-out. Public housing only.	Complete and submit 6-month and annual reports as well as close-outs.	Review and approve or reject 6-month, annual and close-out reports.
Housing Inventory			
Housing Authority	Provides general HA information such as HA contacts, addresses, performance ratings, funding, inventory and HUD staff.	Maintain HA contact and address information. Complete Occupancy Report.	Maintain HUD staff contact information. Review and approve or reject Occupancy Report.
Development	Provides details of all PHA-owned buildings and units, including tenant information. Public Housing Only.	Input building, unit and tenant data. Perform PIC/MTCS occupancy reconciliation. Submit completed information for approval.	Review building/unit information submitted comparing it to information in IBS and HUD files and either reject or approve.
Executive Summary			
HA Executive Summary	Provides summary information covering both public housing and Section 8 such as addresses, contacts, inventory, funding and performance. Ideal source of general information for board, community and local officials.	No entry or review responsibilities.	No entry or review responsibilities.
Mgmt. Reports			
RDS	HUD internal management tool. Not available yet.	HUD only module – PHAs don't have access.	Not available yet.

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Form 50058			
Submission	Used to transmit Forms 50058, track their acceptance/processing and review error reports.	Transmit Forms 50058 and review error reports.	Assist PHAs with resolution of errors when necessary.
Viewer	Used to search the current and historical 50058 database for information on individual participants or lists of participants in specific programs and/or projects based on type of action.	No entry responsibilities but good resource to query 50058 database.	No entry or review responsibilities.
Reports	Used to generate a wide range of 50058 reports. Some can be done on National, State, Field Office or PHA level; others are PHA-specific. Includes MTCS Delinquency Report used to determine 50058 reporting rates.	No entry responsibilities but good resource to query 50058 database.	No entry or review responsibilities.
Alt. ID Generator	Used to obtain a unique ID for participants with no SSN. The ID can then be used as the participant's SSN for 50058 submission.	Provide the requested data to obtain an alternate ID.	No entry or review responsibilities.

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AD-HOC			
MTCS	Used to generate reports from 50058 database. User can select program type(s), type(s) of action and identify specific information to be included in the report.	No entry responsibilities but good resource to query 50058 database.	No entry or review responsibilities.